

**SECRET**

NPIC/TSSG/RED-106-70  
1 April 1970

MEMORANDUM FOR: All Research & Engineering Division Personnel

SUBJECT : Project and Contract Initiation Procedures

1. At the end of each month, the R&D Project Status Sheets will be distributed to each Branch Chief for distribution to each of his Project Officers.

2. Upon receipt, each Project Officer is to update his status sheet(s), update the status boards (located in the RED Conference Room) to reflect any changes that are made on the sheets, and return all R&D Project Status Sheets  no later than the fifteenth of the month.

3. In an effort to keep the Project Sheets as neat and orderly as possible, it is requested that the Project Officers do not write on the Highlight Section of the Form. Place the monthly highlights on a piece of paper, attach it to the proper status sheet, and it will be typed on the form.

4. When a Project Officer prepares an approval package, he should, at the same time, prepare a Form 2799 (Project Data Input Sheet) and Form 2799a (Contract Data Input Sheet). Information on how to fill out Forms 2799 and 2799a is contained in Section V of the Project Officers Manual. Return the forms to  who will assign sequential ORN numbers, FAN numbers (310-340 for 70), and MIS # (PPS Form 560).

5. When a project is placed under contract, 2J-2M on 2799a can be completed. Each month 2799a will be circulated to all officers. Updated data will be extracted as required for inputs to the CIS and submitted to Headquarters.

6. All contracts will be filed under unique MIS numbers, eliminating the need for a RED contract numbering system, thereby, reducing the total number of number designators involved and thereby reducing confusion.

Chief, Research & Engineering Division, TSSG

Attachments:

1. Form 2799
2. Form 2799a

Distribution:

- 1 - All ~~Approved for Release 2004/03/26 : CIA-RDP78B05171A000200020174-4~~
  - 1 - RED Chrono
- NPIC/TSSG/RED/kdl/ 1 April 70

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A000200020174-4